How to Register for a Course on TRAIN

Welcome to the Kentucky Employees' Health Plan e-Learning HIPAA Training Program.
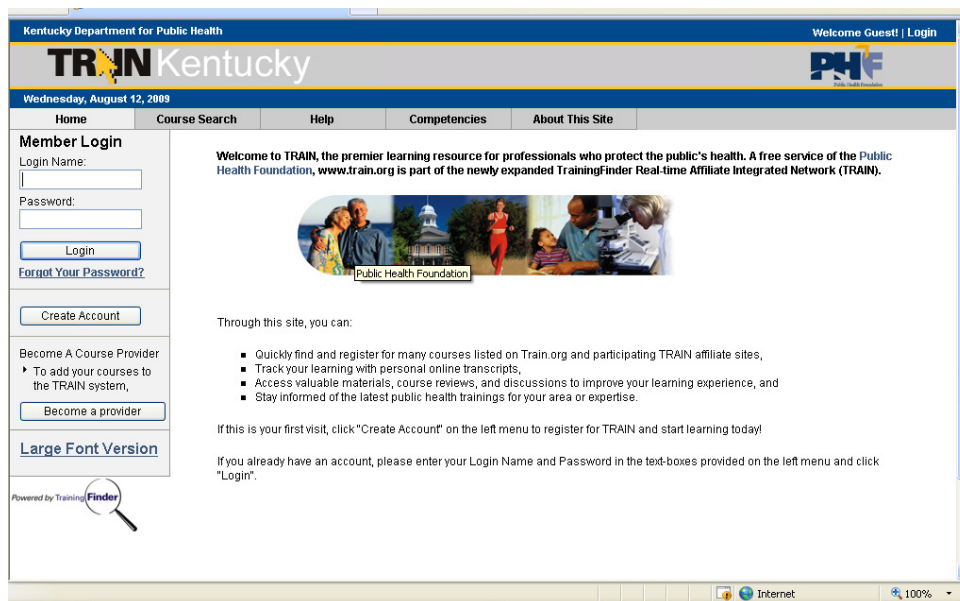
If you already have a TRAIN account and have participated in a TRAIN course you may log into your TRAIN account and use this course code information:

Kentucky Employees' Health Plan HIPAA Training Module - 1019274

If you are new to TRAIN then please follow the instructions "**How to Register Initially in TRAIN"** listed below.

How to Register Initially in TRAIN

- Type "ky.train.org " into the address field of your browser to get to the KY TRAIN site. (Remove the http:// and/or www)

- Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Do this only once.) If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: hardin.stevens@ky.gov.

- Agree to the TRAIN Policies.

- Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). Do not hit the "Back" button at any time during the registration process.

- Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.

- On the resulting page, you will be asked to provide your location, job role and additional professional information. There are limited choices here that apply mostly to the healthcare industry. This is not a critical field so select "Other Health Care Provider" if you do not see another selection that applies to you.

- MRC Member – Leave this unchecked unless you are a member and Click "Next".

Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

- On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.

- On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN.

- You are now free to enter the site. Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. It is important to keep this information current.

- Click on the "Course Search" tab.
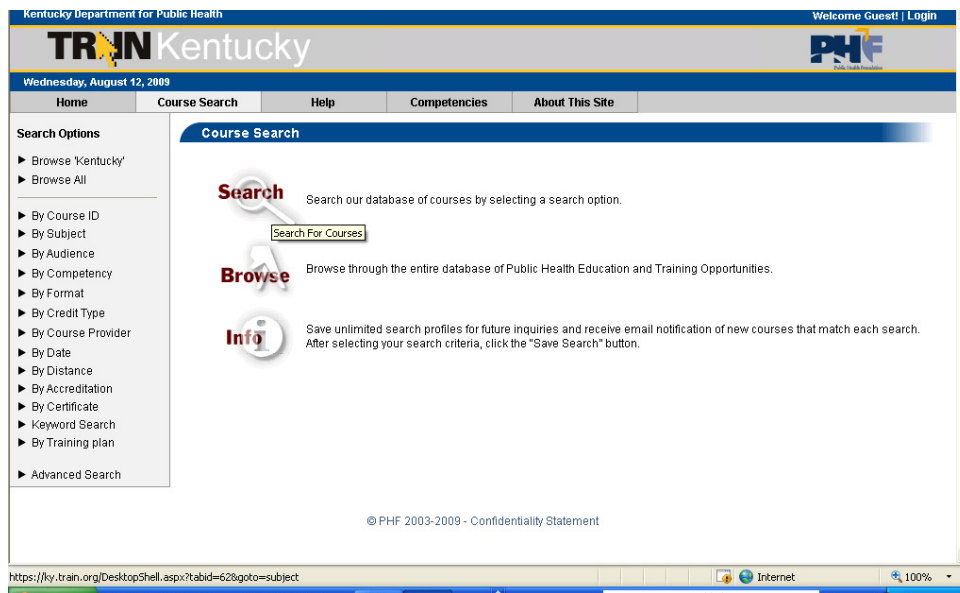
- Now, click on "By Course ID" in the left navigation column. You can type in the Course ID.

- Click the title of the course/offering.

- Click the Registration Tab.

- Click on the "Launch" button.
- Now you will start to view the content of your course. Good Luck.

TO MARK COURSE AS COMPLETE AND PRINT YOUR CERTIFICATE

- **After completion of course/offering return to your TRAIN account. Click on "Home" to get there.**
- **Click on "My Learning" under the "My Learning Link".**

- **Click on the [M] to the right of the course title that you have completed.**

- **Click " Evaluation "**

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Monday, August 31, 2009

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Course Registration Management

GSC-Fundamentals of Safety Module - 1018594

Registration Status: Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points: [   ]

Percentage: [   ] %   [Submit]

You need to take an evaluation.

To start evaluation click [Evaluation]

[Back]

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- **Click "Start Evaluation " to complete it**

GSC-Fundamentals of Safety Module - 1018594

Click 'Start Evaluation' button to start the evaluation.

(150)

[Start Evaluation]

- **Return to the "Homepage"**

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Registration Status: Completed

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Points: [   ]

Percentage: [   ] %   [Submit]

[Back]

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- **Click on the "Certificate" link**

- **Click on the title of the course and you may view/print the Certificate**

- **You may view/print the Certificate for yur records.**

How to Withdraw from a Course

- Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.

- Click on the [M] beside of the course that you wish to withdraw, click "Withdraw", OK and Back.

For information about your login name, password, or the TRAIN LMS, contact Hardin Stevens @ 564-4990 X 3639 or by email: hardin.stevens@ky.gov.